



# New Grads: How to Become an Active CERT SD Member

Great job! You have graduated from the CERT Academy and decided to continue on and become an active CERT SD member. Here are the steps you follow:

- 1) Visit our website ([www.certsandiego.org](http://www.certsandiego.org)), scroll to the bottom of the page and look for three links called, "ConEd Registrations," "Refresher Registrations," and "Volunteer Activities".
  - a. As a New Grad, you will need to complete three Con Eds within 12 months of your graduation date to become an active CERT SD member.
- 2) Find dates and topics that are of interest to you, and register.
  - a. When you receive your confirmation response, look for the "cancel by" date in the body of the email. After three consecutive non-attendances, access to future Con Eds, Refreshers, and Activations will be limited.
- 3) Once you attend a Con Ed (or any CERT-related training) you must submit the following information to the CERT office via email: Your name, the type & name of training, date of the training, and amount of time spent at the training. Here's an example:

Jane Doe  
CE: Medical Treatment and Triage  
2/21/17  
2.75 Hours

- 4) After accumulating and reporting three Con Eds, contact the CERT program office via email to inform us that you have met the minimum requirements to be active.
  - a. In this email, provide the dates of the trainings you attended for quick reference.
- 5) At this point, grads can decide their Tier assignment: Tier I or Tier II
  - a. Tier I requires 1 Refresher per calendar year, no reporting responsibilities, and limited access to Con Eds and Refreshers.
  - b. Tier II requires 6 Con Eds and 1 Refresher per calendar year, 30-day reporting requirement, unlimited access to Con Eds or Refreshers.
  - c. Both Tier I and II are eligible for activations.